

Google Us! Help us communicate better through google platforms



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| Project Title | Google Us! Help us communicate better through google platforms |
| Project Summary | The National Park Service is moving from SharePoint to Google platforms for communication, help us get set up with internal communications and training staff on google platform |
| Country | United States |
| Agency | National Park Service |
| DoS Office | N/A |
| Post | N/A |
| Section | N/A |
| Number of Interns | 1 |

Project Description

Candidate will:

1. Assist the Division of Interpretation, Education, and Volunteers and possible the park, set up google pages to disseminate new information to park staff and organize long term information.
2. Develop simple training material for new users to the google platforms - pages, docs, sheets, etc
3. Test the training with staff, revise and retest as needed.
4. Help us get the most out of this technology - teach us all it can do!

Desired Skills Interests

Additional Information

1. This position will need to pass a back ground check in order to work on the park network.
2. Should be very fluent in use of google platform - pages, sheets, docs, gmail, etc.

Language Requirements

None